

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

NOTICE
12.1.1

January 8, 2014

TO: Concerned Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2014 SCHEDULE

In accordance with Department policy, Training Division (TD) is responsible for maintaining Department ordnance. Therefore, TD personnel are tasked with inspecting all Department armories or areas wherein weapons and munitions are stored to ensure adherence to established policy, procedure and rules.

Attached is the 2014 inspection schedule, along with the guidelines and protocol on which the inspection will be based. Commanding officers shall take the necessary action to facilitate a cooperative evaluation of Area/division's weapons maintenance and storage program.

If there are any questions, please contact Lieutenant Michelle Richards, Officer in Charge, Firearms and Tactics Section (FTS), TD, at (818) 832-3710, or Sergeant David Tomilin, FTS, TD, at (818) 832-3769.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

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ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2014 SCHEDULE

March 12, 2014	Southwest Area
April 9, 2014	Foothill Area
May 7, 2014	Hollenbeck Area
June 4, 2014	Olympic Area
July 30, 2014	Mission Area
August 27, 2014	West Valley Area
September 24, 2014	West Traffic Area
October 22, 2014	Devonshire Area

INSPECTION OF DEPARTMENT ARMORIES GUIDELINES AND PROTOCOLS

The objective of Training Division's inspections shall be to determine security standards, serviceability of all weapons and ammunition, and availability of related cleaning equipment. An additional goal is to correct Department inventory, if necessary, and ensure compliance with the Department's storage and maintenance policies.

Training Division personnel shall locate the concerned watch commander or officer in charge, identify themselves, and request access to the armory. Generally, the Area/division armory would involve the "kit room", however, all areas of a facility wherein weapons and munitions are maintained shall be inspected, such as safes, lockers and secured equipment rooms. The inspection of the Department's ordnance will include the following:

- Security. Inspect the area to assess security, including locks, structural soundness and access procedures.
- Shotguns. Inventory, inspect and document condition of assigned shotguns (Ithaca and/or Remington), and evaluate compliance with Department policy and procedures. Manual 3/258.33 - Responsibilities of Commanding Officers
- Shotgun Maintenance/Test Fire Log. Evaluate compliance with Department policy and procedures. Manual 3/258.33 - Responsibilities of Division Commanding Officers
- Less-Lethal Shotguns. Inventory, inspect and document condition of assigned less-lethal shotguns, and evaluate compliance with storage requirements.
- Less-Lethal Shotgun Ammunition. Inventory, inspect and document condition of less-lethal "Super-Sock" ammunition, and evaluate compliance with storage requirements.
- Reserve Ammunition. Inventory, inspect and document condition of all reserve ammunition, including handgun, shotgun and rifle, and evaluate compliance with storage requirements.
- Patrol Rifles. Inventory, inspect and document condition of assigned Patrol Rifles, as well as, evaluate compliance with storage requirements.
- Defective/Unserviceable Ammunition. Inspect ammunition and evaluate compliance with storage requirements.
- Semi-Annual Equipment Report, Form 15.61. Inspect and evaluate compliance with Department policy and procedures. Manual 3/572.40 - Inspection and Inventory of Armament and Administrative Order No. 4, dated June 9, 2004
- Cleaning Equipment. Inspect and evaluate supplies.
- TASERS. Inventory, inspect and document condition of assigned TASERS. Inventory, inspect and document condition of all TASER related equipment including batteries. Incident Management and Training Bureau Notice, TASER Control Device - Care and Management Review, dated August 5, 2008